

BOARD OF PUBLIC WORKS & SAFETY
AUGUST 19, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 19, 2011 at 10:30 A.M. in the Council Chambers at City Hall. Board member Charles Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Joe Thallemer and Charles Smith. Also present Clerk-Treasurer Lynne Christiansen, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Activities Director Staci Young, Fire Chief Mike Rice, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, H R Director Jennifer Whitaker, Libbie Tom from the Warsaw Housing Authority, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Mayor Wiggins, and City Attorney Michael Valentine

The meeting was called to order by Board member Smith followed by the Pledge of Allegiance.

MINUTES –

The minutes from the August 05, 2011 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

KOMPUTROL YEARLY CONTRACT –

The yearly contract with Komputrol Administrative Software Systems for the computer system in the Clerk's Office was submitted for approval. Komputrol provides the budgetary, administrative, fixed assets, and investment software and support for the Clerk-Treasurer's Office. The contract amount for 2011-2012 is \$2,145.00. Mr. Thallemer made a motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW BUSINESS-

WARSAW HOUSING AUTHORITY/RELEASE OF LIEN –

Libbie Tom from Warsaw Housing Authority requested release of lien on mortgages held by the City on the following property owner:

1. Alyce M. Dotson- two (2) releases-1404 Ranch Road, Warsaw, In.

She reported that the property was sold prior to the expiration of the 10-year affordability period. Mortgage recorded November 14, 2001, Document Number 2001-11-0898, and Mortgage recorded June 5, 2001, Document Number 2001-06-0179, both in the records of Kosciusko County, In. were satisfied upon the sale of the property. Motion made by Mr. Smith to approve the releases, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

HIGH-LINE RESCUE/WWFT-

Warsaw-Wayne Fire Territory Chief Mike Rice presented a contract with High Line Rescue to host a Tower/Antennae Rescue Technician I course locally. Cost of the contract is \$4,250.00. Vacant spots that are not utilized by the Fire Territory will be opened to other fire departments which may decrease the cost to the City. Motion made by Mr. Thallemer to approve the course and training, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

A&Z ENGINEERING/PEDESTRIAN BRIDGE/BUILDING & PLANNING-

City Planner Jeremy Skinner presented a contract with A&Z Engineering to provide professional engineering services for a preliminary assessment determining feasible options for placing a

pedestrian bridge crossing over Walnut Creek adjacent to an existing bridge along West Center Street. The bridge will be along the path of the Lake City Greenway. Motion made by Mr. Smith to approve the study, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

MICHIANA AREA COUNCIL OF GOVERNMENTS/SIGN INVENTORY-

Mr. Skinner presented an agreement with the Michiana Area Council of Governments (MACOG) for a regional sign inventory and retroreflectometers. Payments are over a two year period with \$2,500.00 due in 2012 and \$2,500.00 due in 2013 for a total of \$5,000.00 for the inventory. The retroreflectometers, equipped with a barcode reader, will cost \$1,250.00 each and the City will purchase one (1). Mr. Smith made a motion to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

PAY APPLICATION #5/CONTRACT #17/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a letter from Jones & Henry recommending a payment of \$124,469.88 to Michiana Contracting, Inc. for pay application #5 for the Biosolids Facility Improvements Contract #17. Motion made by Mr. Thallemer to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SERVICE AGREEMENT/SANDS OFFICE EQUIPMENT/PARK-

Park Activity Director Staci Young presented the annual maintenance contract from Sands Office Equipment for the Canon iR 1025 N copy machine located in the Parks Activity Office location. The amount of the annual maintenance agreement is \$342.00. Motion made by Mr. Smith to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PITNEY BOWES POSTAGE MACHINE/CITY HALL –

City Clerk-Treasurer Lynne Christiansen submitted for approval a 48-Month Lease & Maintenance Agreement with Pitney Bowes for the postage machine located in City Hall at a cost of \$161.00 per month. She stated the City is currently paying \$198.00 and if the agreement is approved before August 31, 2011 the cost per month will be \$37.00 lower. Motion made by Mr. Thallemer to approve the new lease and maintenance agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval four (4) change of payroll/new hire: Darren Roher and Derrick Leake-Street Department; Brian Zehring-Fire Territory; and Derrick Haniford-Board of Zoning Appeals, Board Member. Motion made by Mr. Smith to approve as presented, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS –

A list setting forth eight(8) travel requests: Mayor Wiggins; Jennifer Whitaker-Human Resources; David Morales and Jeff Ticknor-Police; Larry Hyden, Gerry Moser (x2), and John Helton –WWTU were submitted for approval. Also a change of personnel for travel to the Indiana Emergency Conference in Indianapolis, approved during the June 3, 2011 Board of Works meeting, from Chief Rice to firefighter Brooke Murphy was included. Motion made by Mr. Smith to approve all travel requests and changes, seconded by Mr. Thallemer, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$245.00. Motion was made by Mr. Thallemer to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$1,542,474.02.

Motion made by Mr. Smith to approve all claims for payment, seconded by Mr. Thallemer, carried by unanimous vote.

POLICE/VOCA GRANT AGREEMENT/AWARD-

Police Chief Scott Whitaker reported that the City received a grant agreement and award for the VOCA Grant (Victims of Crime Act) through the Indiana Criminal Justice Institute (ICJI). The twelve (12) month grant, running from October 1, 2011 through September 30, 2012 will be in the amount of \$35,804.00 with a required 20% (twenty percent) match of \$8,915.00 totaling \$44,755.00. The funding is for salary and benefits for the victim's assistance coordinator. Motion made by Mr. Smith to approve the agreement and award, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

FAMILY SAFETY DAY/FACE PAINTERS/FIRE-

Fire Chief Mike Rice presented a contract with Carmen Chapman, of Carmen Chapman Face Painting, for two (2) face painters at a cost of \$300.00. The services will be provided for the Play It Safe/Family Safety Day event at Central Park on September 10th, 2011. Motion made by Mr. Smith to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

OTHER MATTERS/COMMENTS-

Mr. Thallemer advised that the WNIT/PBS (Public Television Channel 34) broadcast of "Our Town: Warsaw-Winona Lake, will premiere Sunday August 21, 2011 at 7:30 PM Eastern Time and again at 9:30 PM. The one (1) hour documentary will feature Warsaw and Winona Lake as captured through the lenses of local videographers.

ADJOURN –

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

ATTEST:

**Lynne Christiansen
Clerk-Treasurer**